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27 August 1946

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MEMORANDUM TO: [REDACTED]

Chief, Procurement and Replacement Section

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THRU: [REDACTED] ADO

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FROM : [REDACTED] Acting Chief, TRB

SUBJECT : Personnel

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1. [REDACTED] have informed me that, in view of the anticipated growth of the organization, TRB should immediately attempt to recruit additional instructors. Since TRB has not been authorized on paper to increase its instructional staff, I have been told to present each case of projected new employment through the proper channels with every expectation that employment will be approved. This memo, therefore, is intended to alert you to our needs and to ask for your help in filling them.

2. At present, we have only one authorized requisition for instructors in your office for action. On 30 July 1946 we requested the recruitment of one Army officer to fill a vacancy in our allotment. This slot is still unfilled. This present request is for personnel over and above the one Army officer and, except where hereafter noted, does not refer to assessment personnel already requisitioned.

3. We need immediately four or five men who have promise of becoming outstanding instructors in intelligence and counter-intelligence subjects. These men should have some, if not most of the following qualifications:

- a. Overseas service - preferably with OSS-GSU.
- b. Experience in intelligence or counter-intelligence (CIC, G-2, or ONI background is acceptable)
- c. Teaching experience (College teachers of political science, government, history, or economics would be preferable)
- d. Languages - not essential, but would insure greatest use if men have good German, Russian, Spanish or French.

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NO CHANGE in Class.

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e. Age - 25-35.

f. Salary - depending upon the background and ability of each candidate, the salary range should be at the P-3, P-4, or P-5 level.

4. In addition to the above, we need at least one good clerk - preferably an enlisted man or woman - to perform general clerical duties in our library and classrooms. I understand that the organization has no more slots for EM but that an additional allotment is expected. If an enlisted man or woman should not be available shortly, I suggest that an effort be made to recruit a girl who could do routine copying and filing.

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5. [REDACTED] has succeeded in lining up several good prospects for our assessment staff and should have his staff up to strength by 1 October. However, we are still badly in need of secretarial help for the assessment staff. Anything you can do to help find the two additional secretaries authorized by [REDACTED] will be appreciated.

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[REDACTED]
Acting Chief,
Training Branch

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CC: [REDACTED]

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